

**CLASS TITLE:      MANAGEMENT ASSISTANCE SUPERVISOR**

**Class Code: 02704700**

**Pay Grade: 31A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist in the direction and supervision of a statewide program of technical research work and analyses in connection with departmental or agency administrative policy, methods, procedural, organizational and operational studies for the purpose of securing greater efficiency and economy; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative supervision of the Chief Office of Management Assistance with wide latitude for the exercise of independent judgement; work is reviewed upon completion for results obtained and conformance to prescribed policy and procedure.

**SUPERVISION EXERCISED:** To assist in planning and coordinating a statewide management and methods program and as required to exercise general day to day supervision over a technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist in planning, organizing, coordinating and supervising the work of a staff engaged in a statewide program of departmental or agency management and methods analyses for the purpose of securing greater efficiency and economy involving such activities.

Performing responsible technical research work and analyses in connection with departmental or agency administrative policy, methods, procedural, organizational and operational studies of varying degree of complexity and the making of appropriate recommendations;

Conducting reviews of existing programs, methods, procedures and policies for the evaluation of their administration, objectives, efficiency, effectiveness, costs, and modern methods and the making of recommendations for the elimination or simplification, or consolidation or standardization of methods, procedures or policies and implementation of such changes in methods, procedures or policies;

Developing plans of organization for the administration of newly approved programs; examining, evaluating and offering recommendations on such programs and proposed policies, methods and procedures;

Developing of procedural or operational manuals with flow charts, functional charts or organization charts; the reviewing, refining, developing and designing of various forms;

Making of detailed current space utilization and projected space requirements of state agencies and the assisting in the apportionment and use of existing, or newly acquired, office space; the making of detailed recommendations covering the requirements of state agencies for office equipment and determining the priority of need and type to be purchased.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the theory, principles and practices of administrative management; a thorough knowledge of the organization of the Rhode Island

State government; a thorough knowledge of the principles and methods used in the collection, analysis, evaluation and presentation of findings relative to the effectiveness of departmental or agency administrative policies, methods and procedures, organization and operations; a thorough knowledge of the principles and methods and techniques applied in the standardization of administrative forms; a thorough knowledge of the principles and methods and techniques applied in making studies of current space utilization and projected space requirements of state departments or agencies and for the apportionment and use of existing or newly acquired space; a thorough knowledge of the principles, and methods and techniques applied in the approval of requirements of state departments or agencies for office equipment; the ability to plan, organize, coordinate and supervise and evaluate the work of analysts and clerical assistants engaged in the conduct of technical research work and analyses in a statewide management and methods analysis program; the ability to evaluate the effectiveness of such a program to secure greater departmental or agency efficiency and economy; the ability to direct and evaluate the preparation of technical reports and recommendations relating to such technical research work and analyses; the ability to establish and maintain effective working relationships with departmental and agency officials; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: considerable employment in a responsible technical position in the field of management and methods analysis which required supervisory experience in the making of comprehensive studies in connection with administrative policy, methods, procedural, organizational and operational studies for the purpose of securing greater efficiency and economy.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 13, 1985

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